



SUPERIOR COURT OF CALIFORNIA COUNTY OF MENDOCINO CLASSIFICATION SPECIFICATION



CLASS TITLE:	ACCOUNTING CLERK I
CLASS CODE:	090666
REPORTS TO:	FISCAL MANAGER OR DESIGNEE
FLSA STATUS	N

Descriptions provided at the higher-level build on and include all of the skills listed for the previous levels within the Account Clerk Series. Some of the requirements listed for a level may not be representative of all employees at that level. Employees at one level may have some of the requirements associated with a higher level.

JOB SCOPE AND DISTINGUISHING FEATURES:

Performs routine tasks of limited scope and complexity primarily within the department or functional area. Work is performed under direct supervision or in accordance with clearly defined procedures. Incumbents work initially under close supervision but are expected to work with greater independence and acquire the knowledge and abilities characterized by the Account Clerk II as they gain experience.

This is an entry-level class in the Account Clerk series, and is distinguished from other clerical series in that a significant percentage of work is related to the review, processing and maintenance of fiscal transactions and accounts or statistical data and records. This classification applies a basic knowledge of court and accounting policies and procedures. This class requires on the job training and/or some outside training.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

- Types various financial records or other correspondence from draft form.
- Answers phone, provides information to callers, directs calls and messages to appropriate personnel and, provides customer service and support relating to department records and services.
- Accepts payments and balances a cash drawer.
- Balances receipts and processes bank deposits.
- Gathers data, posts transactions, and reconciles routine accounts.
- Assists in preparing summaries from routine reports.
- Researches and corrects errors.
- Enters and retrieves information from a computer terminal using a variety of software including spreadsheet programs and data bases; uses the computer system to retrieve a variety of reports.
- Makes arithmetical calculations and checks various statistical and account tables and reports.
- Files and retrieves documents in an orderly fashion so that materials can be easily located
- Collects and verifies supporting documentation and approvals for payables.

ADDITIONAL JOB FUNCTIONS (NOT CONSIDERED ESSENTIAL)

Photocopies reports, charts, memos, and other various documents for staff.

Disseminates a variety of information to various agencies, divisions, via telephone, mail or fax.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal Typewriter Postage Machine

General Office Equipment: Adding Machine, Copier, and Printers

MINIMUM QUALIFICATIONS REQUIRED:**Education and Experience:**

High school diploma or equivalent; and,

0 to 2 years of experience performing general office duties such as routine accounting functions, typing, filing, and answering telephones; or,

A combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Possession of a California Driver's License or the ability to travel from one court location to another as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:**Knowledge of:**

Basic knowledge of policies and procedures, codes, ordinances and departmental operating standards in assigned department.

Recordkeeping, report preparation, filing methods and records management techniques.

Customer service techniques.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

General office procedures, policies and practices, as well as basic knowledge of computer and other general office equipment.

Applicable state, federal and local ordinances, laws, rules and regulations.

Basic principles and practices of accounting.

Standard business arithmetic, including percentages and decimals.

All computer applications and hardware related to performance of the essential functions of the job.

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Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Using a typewriter and/or word processing software and equipment.

Operating general office machines such as copiers, facsimile machines (FAX), and telephone systems.

Using a computer to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Mental and Physical Abilities:

Ability to read and comprehend instructions, routine correspondence and memos.

Ability to understand and carry out oral and written instructions.

Ability to establish and maintain effective working relationships with others.

Ability to deal with problems involving several concrete variables in standardized situations.

Ability to ascend and descend stairs while carrying files, exhibits, documents, case buckets, supplies, equipment, etc.

While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.

Physical ability to lift light articles, sometimes weighing up to 20 pounds and carrying of objects weighing up to 20 pounds; pushing and/or pulling objects weighing up to 20 pounds. Some duties may require carrying files through hallways and negotiating stairs. Lifting positions may be from the floor to the waist, and/or from the waist to an overhead position.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.